



July 13, 2023

Dr. Edgardo E. Tulin
President
Visayas State University
Visca, Baybay City

Thru: **Dr. Beatriz S. Belonias**
Vice President for Academic Affairs

Dear Sir:

Greetings!

This is to request from your humble office that Prof. Babylyn C. Lambert will be allowed to report to office this midyear of SY 2022-2023 and be given service credits/leave credits. Prof. Lambert is scheduled to have her teacher's leave, however, her service is important to the department. Currently, she serves as our OJT Coordinator, which means that she must perform tasks necessary for the success of the internship process such as coordination with firms, pre-deployment orientation, processing of pertinent documents, and close monitoring of OJT students in their respective posts among others. Please also note that the OJT of our students is set every midyear of the school year.

Furthermore, the College Curriculum Review will be conducted this coming July 24-25, 2023 and the preparations as well as the conduct of this activity will require cooperation of our faculty. Hence, Prof. Lambert's service would be vital during the midyear period.

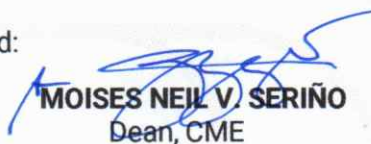
Finally, the Department of Economics will have its strategic planning by August this year. The preparations and coordination with stakeholders will entail a tedious process. As you know we are still short-staffed at the moment as the replacements of those faculty who retired is still on process. Hence, the department would need Prof. Lambert's service to accomplish all the tasks required.

Thank you very much and I do hope for your positive response on this matter.

Very respectfully yours,

ZYRA MAY H. CENTINO
Head, DoEcon

Endorsed:


MOISES NEIL V. SERIÑO
Dean, CME

Recommending Approval:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs

Approved:

EDGARDO E. TULIN
President